

**TIME-SHARE APPLICATION**

RE 668 Part II (Rev. 3/01)

**INDEX/QUANTITATIVE DEFICIENCY NOTICE****INTRODUCTION**

The Part II Index/Quantitative Deficiency Notice is designed to allow DRE staff to quickly determine whether your application is substantially complete, without having to review the entire RE 668A Questionnaire. Please read the Instructions in Part I thoroughly. By properly completing Part II you will enable the Department to send out a quantitative deficiency notice within 10 days.

The Part II Index/Quantitative Deficiency Notice is mainly a list of the documents required for a substantially complete application (SCA). It is not a list of all the documents needed for issuance of the final public report/permit. The additional documents needed for issuance of the final report will be listed in the deficiency notice completed by a Deputy after your application is substantially complete.

**USE OF MASTER FILE**

If you are submitting the first phase/location of a multiple-phased project, you may elect to designate this application as a "Master File" for the subsequent applications. By this means you may use documentation contained in the Master File to serve in subsequent applications without having to re-submit the same item.

When submitting subsequent phases/locations indicate which documents are to be referenced in the Master File by entering "M. File" in column #5 of the Part II Index/Quantitative Deficiency Notice and in the item in Part III Notice of Intention (Time-Share).

Subsequent phase filings must be submitted on RE 668A pursuant to the guidelines which follow.

- If RE 668A is used for a subsequent phase filing, all answers which differ from those on the Master File RE 668A must be highlighted and underscored in red on the RE 668A submitted for the subsequent phase filing.
- RE 668A must be used for the first filing of every multiple phased location project.

**INSTRUCTIONS**

Step 1. Complete RE 668A. Answer *all* questions.

Step 2. Complete RE 668 Part II. For each item number shown in column #1 of Part II, consult RE 668A and transfer your answer to column #2. Enter "Yes," "No," or "NA." (*See Example below.*)

Note: If you leave any blanks, your application is incomplete.

Step 3. Compare your transferred answer in column #2 to the "Qualifying Answer" in column #3. If the answers in column #2 and column #3 are the same, you must submit the corresponding document named in column #4 in order to compile a substantially complete application. RE 668A provides further information on the specific document required. (*See Example below.*)

Step 4. Compile and tab documents with the number shown in column #1. If more than one document needs to be submitted in response to a single question, tab each document with the same number. If a single document serves more than one document requirement, affix tabs with each of the pertinent item numbers to that document.

Step 5. In column #5, indicate with a check mark which items you are submitting with your initial filing.

After review of your file, DRE staff will check column #6 to indicate which additional documents, if any, are required to qualify for SCA. A copy of Part II will be sent to you as a quantitative deficiency notice. ***Submit all deficiency-response documents together in one package under the original quantitative deficiency notice and RE 607.***

**EXAMPLE (From RE 668A)**

6. TITLE

A. Submit a preliminary title report.

1. Is subdivider presently in title? ..... ☒ NO    ☐ YES    ☐ NA

If NO, submit evidence of future vesting.

**EXAMPLE (From Part II)**

Column #1	Column #2	Column #3	Column #4	Column #5	Column #6
RE 668A Item Number	Your answer from RE 668A	Qualifying Answer	Document Required (If columns #2 & #3 Match)	Document Submitted	Required for SCA
6.A.1	<b>No</b>	NO	Evidence of Future Vesting	✓	

*Answers in columns #2 and #3 match;  
document in column #4 must be submitted.*

*Enter a checkmark in column #5, if document  
is being submitted with application.*

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**INDEX/QUANTITATIVE DEFICIENCY NOTICE (SCA)**

Note: • Additional items not listed below may be required for issuance of a final public report/permit. • Do not write in column #6 – it is for DRE use only. • An “\*” in column 1 indicates exhibit may serve as master file item.

TRACT NAME/NUMBER				FILE NUMBER (TO BE ENTERED BY DRE)	
<i>Column #1</i> RE 668A Item Number	<i>Column #2</i> Your answer from RE 668A	<i>Column #3</i> Qualifying Answer	<i>Column #4</i> Document Required (If columns #2 and #3 match)	<i>Column #5</i> Document Submitted	<i>Column #6</i> Required for SCA
Does not apply	Always	Submit	* RE 668A		
	Always	Submit	* Filing fee		
			* Lot fee		
			* Address labels for SRP & subdivi- vider		
1G		YES	Narrative explanation		
1L3	Always	Submit	Location map, recorded maps, plot plans, floor plans		
1L6		YES	Existing public report/permit		
1L8		YES	Shared facilities description		
2A*		NO	Consent to Service of Process		
2B*		YES	Certificate of qualification		
2C		YES	Partnership names and addresses		
2D		YES	Corporation names, addresses and corporate resolution		
2E		YES	Power of Attorney of Delegation of Authority		
4A		YES	Conditional report		
5A–J*		YES	Advertising and Promotion Details		
6A	Always	Submit	Preliminary Title Report		
6A1		NO	Evidence of Future Vesting		
6E		YES	Restrictions of record		
6F	Always	Submit	Other recorded exceptions to title		

<i>Column #1</i> RE 668A Item Number	<i>Column #2</i> Your answer from RE 668A	<i>Column #3</i> Qualifying Answer	<i>Column #4</i> Document Required (If columns #2 and #3 match)	<i>Column #5</i> Document Submitted	<i>Column #6</i> Required for SCA
6H		YES	Leases		
8A		YES	Letter to Coastal Commission		
9A	Always	Submit	Suitability of property		
9B		YES	Permit or other entitlement		
9B		NO	Letter to local government agency		
9C		YES	Dept. of Corporations Permit/Opinion		
9D3		NO	Zoning letter		
9E1		YES	Authorization to sell		
9E1		NO	Authorization not required		
9E2		YES	Copy of denial		
9J	Always	Submit	RE 619		
10F		YES	Fire protection agency letter		
11A2		YES	Sewer letter		
11B		YES	Evidence of completion or financial arrangements		
11E2		NO	Health authority letter		
14B7b		NO	Confirmation PUC		NA
14C1		NO	Water supplier letter		
14C1(5)		NO	Water supplier letter		
15B3		YES	Financial completion arrangements & utility supplier letters		
16B1		YES	Off-site improvements agreement and financial completion arrangements		
16B2		NO	Evidence of financial arrangements		
17A1		NO	Flood and drainage report		
17A1a		YES	County flood letters		
17A2		YES	Flood and drainage report		
17B		YES	Insurance rate letter		

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17C		YES	Floodway letter		
18A		YES	RE 624C		
19B1		NO	Legal access		
19C4a1		NO	Evidence of financial completion arrangements		
19C4a2		YES	Evidence of financial completion arrangements		
19C5		YES	Engineer letter		
19D		NO	Proposed road maintenance agree- ment		
20A1		YES	Evidence to restrict further encum- brance		
20A2		YES	Protections from foreclosure of blanket encumbrance		
20E		YES	Blanket encumbrance detail		
22A*		YES	CEQA compliance		NA
23A	Always	Submit	Sample sales agreement		
24A*		YES	Sample financing instruments		
24B*		YES	Sample financing instruments		
25A	Always	Submit	Sample conveyance instruments		
25B	Always	Submit	Interval identification summary		
31A	Always	Submit	RE 624A identifying common facilities		
31B		YES	Statement describing public use facilities		
32A1		YES	Notice of completion		
32A2		YES	Notice of completion		
32A4a1		YES	Evidence of completion		NA
32B1		YES	Evidence of financial completion arrangements		

<i>Column #1</i>	<i>Column #2</i>	<i>Column #3</i>	<i>Column #4</i>	<i>Column #5</i>	<i>Column #6</i>
RE 668A Item Number	Your answer from RE 668A	Qualifying Answer	Document Required (If columns #2 and #3 match)	Document Submitted	Required for SCA
32C1		YES	RE 611A, proposed bond, security agreement & escrow instructions		
32C2			Evidence of financial, completion, arrangements NA		
32E1		YES	RE 611A and proposed escrow instructions		
32F		YES	§11018.5(a)(1) compliance		
32G		YES	Sample financial guarantee instrument		
32H1		YES	§11018.5(a)(1) compliance		
33A		YES	RE 639		
34A		YES	Proposed subsidy agreement and financial guarantee		
35A		YES	Contracts obligating HOA		
36A		YES	Agreement between subdivider & HOA		
37A	Always	Submit	Duplicate budget package		
37B3	Always	Submit	Time-share budget		
37B4		YES	Overall budget for shared facilities and contract per 2812.7		
37B5	Always	Submit	Inventory list		
37B8	Always	Submit	Letter from county assessor		
38A		YES	Time-share budgets for subsequent phases		
38B		NO	Built-out project map		
38C2		YES	Financial reports, budget, HOA statement		
39A	Always	Submit	Purchaser's escrow instructions		
40A1		YES	Grant deed, trust agreement, or escrow instructions		
41	Always	Submit	Proposed compliance Reg. 2812.3		
42D1	Always	Submit	Management agreement		

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42D2	Always	Submit	Errors & omission insurance		NA
42D3	Always	Submit	Format of Fidelity Bond		
43	Always	Submit	RE 648A		
44A1b		YES	Amended proposed or existing Articles of Incorporation for time- share association		
44B	Always	Submit	Amended proposed or existing Articles of Incorporation for time- share association		
45A1b		YES	Amended proposed or existing bylaws for time-share association		
45B	Always	Submit	Amended proposed or existing bylaws for time-share association		
46A		YES	Amended proposed or existing rules & regulations for time-share associa- tion		
46B	Always	Submit	Amended proposed or existing rules & regulations for time-share associa- tion		
47A1b		YES	Amended proposed or existing declaration of time-share program		
47B	Always	Submit	Amended proposed or existing declaration of time-share program		
47C		YES	Proposed or existing trust agreement		
48A		YES	Proposed or existing subordination arrangements		
49A		YES	Proposed declaration of annexation		
53A		YES	Exchange program documents		
53B		YES	Incidental benefits		
54B	Always	Submit	Personal property conveyance instruments		
55A		YES	1. Governing instruments for com- mon interest subdivision		
			2. Contracts obligating homeowners association		

Column #1 RE 668A Item Number	Column #2 Your answer from RE 668A	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
			3. Agreement to subsidize maintenance and operations for common interest, if applicable		
			4. Financial arrangements, if applicable		
			5. Balance sheet and operating statement for existing owners association		
			6. Budget of common interest subdivision		
			7. Financial arrangements to assure subdivider's commitment to pay assessments		
55A9		YES	Copy of letter to existing owner's association		
56	Always	Submit	RE 626D, 656A		